

S E C R E T

(1) ACCIDENTS, Including Auto Accidents

When a call comes in to the Night Security Officer regarding a serious accident to a staff employee, the Night Security Officer will notify the Office of Personnel and the Personnel Security Division by calling the first man on each list. The Office of Personnel will notify the Medical Staff, the office of assignment of the victim of the accident, and other required offices (cover, etc.).

(2) ARRESTS, Major (Felonies)

When a telephone call comes in to the Night Security Officer he will notify the Personnel Security Division. When Mr. [REDACTED], Chief, Security Staff, O/DCI, receives the call from the police, he will obtain the details, ask that publicity be kept at a minimum, and will notify the Night Security Officer. The Night Security Officer will then notify the Personnel Security Division and it will be up to Personnel Security Division to initiate further police coordination and coordination with Colonel Grogan, the Office of Personnel, and the Director of Security.

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(3) ARRESTS, Minor (Drunkenness, Traffic, etc.)

When a call comes in to the Night Security Officer regarding a minor arrest, the Night Security Officer will call Mr. [REDACTED] in the order named, of the Physical Security Division, for authorization to provide bail, if required, etc. When Mr. [REDACTED], Chief, Security Staff, O/DCI, receives the call from the police, he will obtain the details, ask that publicity be kept at a minimum, and will notify the Night Security Officer. The Night Security Officer will then notify Personnel Security Division and it will be up to Personnel Security Division to initiate further police coordination and coordination with Colonel Grogan and other offices.

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(4) ARRESTS, Perversion

When a call comes in to the Night Security Officer regarding an employee who has been arrested for sexual perversion, the Night Security Officer will call Mr. [REDACTED] Personnel Security Division, first and if he is not available, Mr. [REDACTED] Security Research Staff. If these two are not available, then in order Messieurs [REDACTED]

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(5) CRANKS

When a call comes in to the Night Security Officer which is obviously a crank-type call, the Night Security Officer should note it on the NSO Morning Report. The Chief, Security Staff, O/DCI, should be notified of any and all such crank calls the next morning.

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(6) DEATHS

In case of deaths, the Night Security Officer will notify the Office of Personnel and the Personnel Security Division in the order specified above.

(7) ILLNESS, Serious

When a telephone call comes to the Night Security Officer regarding the serious illness of a staff employee, the Night Security Officer will call the Office of Personnel and Personnel Security Division.

(8) SERIOUS INJURY

When a telephone call comes to the Night Security Officer regarding the serious injury of a staff employee, the Night Security Officer will call the Office of Personnel and Personnel Security Division.

(9) MENTAL CASES

If a case involving mental illness, including amnesia, is reported to the Night Security Officer, he is to notify the Office of Personnel and Personnel Security Division. Coordination will then be effected by the Office of Personnel with the Medical Staff, with the Subject's office of assignment, and if necessary, with Colonel Grogan.

(10) MISSING PERSONNEL

When a report involving a missing CIA employee is reported to the Night Security Officer, he is to call the Office of Personnel and Personnel Security Division. Coordination will be effected by the Office of Personnel with other interested components.

(11) SUICIDES

In cases involving suicides of CIA employees which come to the attention of the Night Security Officer, the Night Security Officer will notify the Office of Personnel and Personnel Security Division.

(12) DOMESTIC TROUBLES, Acute

When a call comes in to the Night Security Officer regarding this problem, he is to notify the Office of Personnel and the Office of Personnel will coordinate with the area division concerned. The Office of Security will lend support, if necessary, or if the police are involved.

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(13) AGENTS, Inquiries Regarding

When a call comes in to the Night Security Officer and it is known that the call involves covert agents, the Night Security Officer will notify the Security Support Division. The Security Support Division will coordinate with the area division or office involved.

(14) FIRE

When a fire is reported to the Night Security Officer he will notify the Building Guard; the Fire Department; the Fire and Safety Officer of the Physical Security Division; the Chief, Physical Security Division; and the Deputy Director of Security (PPS).

(15) PUBLICITY, Unusual or Unfavorable

Cases which come to the attention of the Night Security Officer, involving unusual or unfavorable publicity, the Night Security Officer will notify the Personnel Security Division.

(16) POLICE MATTERS, State

In matters involving State Police and Agency employees, the Night Security Officer will notify Personnel Security Division.

(17) DANGER TO CIA BUILDINGS

When the Night Security Officer is alerted by a condition which would be a danger to CIA Buildings he is to notify the Physical Security Division. The Physical Security Division officer will determine the need to notify the Director of Security, the Safety Officer, and other officials.

(18) COVERT MATTERS

When any call comes in to the Night Security Officer concerning covert matters, the Night Security Officer will notify the Security Support Division.

(19) COMPROMISES, Security
VIOLATIONS, Security (Away From CIA Premises)

When a call comes in to the Night Security Officer regarding a security violation or a security compromise, the Night Security Officer will notify the Physical Security Division.

(20) ENTRY, Unauthorized

When a call comes in to the Night Security Officer regarding an unauthorized entry into a CIA Building, the Night Security Officer will call the Physical Security Division.

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(21) PHYSICAL PENETRATION OF CIA PREMISES, Evidences of

If it comes to the attention of the Night Security Officer that there is evidence of a physical penetration of CIA premises, the Night Security Officer will notify the Physical Security Division.

(22) TRAVELLERS, Requests to Meet Travelers

Any request that comes to the attention of the Night Security Officer will be reported by him to the Security Support Division.

(23) INTOXICATION ON CIA PREMISES

When a report of a staff employee who is drunk on CIA premises comes to the attention of the Night Security Officer, he will notify the Physical Security Division.

(24) TECHNICAL SURVEYS, Requests for

Any emergency requests for technical surveys which come to the Night Security Officer, the Night Security Officer will notify the Physical Security Division.

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(26) ESCORT, Request for Personnel

When a call comes in to the Night Security Officer regarding a home robbery of a staff employee, the Night Security Officer will make a morning report unless the staff employee indicates the robbery is of such magnitude that publicity will result. The Night Security Officer will then call the Personnel Security Division.

(28) CLASSIFIED MATERIAL, Request for Escort of

When the Night Security Officer receives a call for an escort of classified material, he will notify the Physical Security Division. If the call for escort of classified material involves overseas or covert circumstances, the Night Security Officer will call the Security Support Division.

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(29) EXPLOSIVES, Request for Permission to Transport

When a Night Security Officer receives a request for permission to transport explosives, he will call the Physical Security Division.

(30) EXPLOSIVES, Request for Escort of

When a Night Security Officer receives a request for escort of explosives, he will call the Physical Security Division.

(31) ESCORT, Request for Money or Other Valuables

When a call comes in to the Night Security Officer regarding an escort for money or other valuables, the Night Security Officer will call the Security Support Division.

(32) FLOOD

When danger of flood exists at night, the Night Security Officer will notify the Physical Security Division and Public Buildings Service, General Services Administration. Physical Security Division will notify the Director of Security.

(33) REPORTS

All serious incidents which originate through the Night Security Officer will be logged and reported the following morning on the red-bordered NSO Incident Report. All emergency incidents not channeled through the Night Security Officer will be reported by memorandum the following morning by the person or office taking the action or receiving the call.

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